



Course Outline

Administering Microsoft Windows SharePoint Services and SharePoint Portal Server 2003

Course 2554: Five days; Instructor-Led

Introduction

Elements of this syllabus are subject to change.

This five-day instructor-led course provides students with the knowledge and skills to deploy and manage a Microsoft Windows SharePoint Services and a Microsoft SharePoint Portal Server 2003 infrastructure.

The student will learn skills that enable the student to deploy and manage a Windows SharePoint Services and a SharePoint Portal Server 2003 infrastructure as well as guide end users in their use of the product. This course is not intended to provide detailed design skills, but will cover planning skills at a level sufficient to enable decision making for the implementation process.

Audience

This course is intended for those who operate in medium to very large computing environments that use the Microsoft Windows Server 2003 operating system. Typical environments in which they work have the following characteristics:

- Supported users range from 200 to over 100,000.
- Multiple physical locations.
- Typical products and technologies include Windows 2003, Internet Information Services (IIS), Windows SharePoint Services, Microsoft SQL Server, Microsoft Office web components, messaging and collaboration platforms, and network security products and technologies.

At Course Completion

After completing this course, students will gain the skills to:

- Understand the Windows SharePoint Services architecture and the business benefits provided by deploying Windows SharePoint Services.
- Enhance collaboration by using Windows SharePoint Services.
- Install and configure a Windows SharePoint Services server.
- Administer Windows SharePoint Services servers.
- Administer Windows SharePoint Services sites.
- Install Microsoft SharePoint Portal Server.
- Configure server components and create and configure portal sites and virtual servers.
- Manage a portal site.
- Manage SharePoint Portal Server indexing and search.
- Extend SharePoint Portal Server deployments to include multiple servers and shared services.
- Maintain the SharePoint Portal Server deployment.

Prerequisites

Before attending this course, students must have:





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- Working knowledge of Windows Server 2003.
- Successfully completed the Windows Server 2003 core curriculum for Microsoft Certified Systems Administrator (MCSA).
- Working knowledge of networking, including TCP/IP and Domain Name System (DNS)
- Working knowledge of Internet Information Services (IIS).

Microsoft Certified Professional Exams

No Microsoft Certified Professional exams are associated with this course currently.

Course Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

The following software is provided in the student kit:

- Student CD

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Module 1: Introduction to SharePoint Products and Technologies

This module provides an introduction to the SharePoint Products and Technologies environment and architecture, and then describes the business requirements that can be addressed by deploying Windows SharePoint Services.

Lessons

- The Windows SharePoint Services Environment
- Overview of Windows SharePoint Services Components
- Overview of Windows SharePoint Services Administration

After completing this module, students will be able to:

- Explain the purpose, benefits, and architecture of SharePoint Products and Technologies.
- Describe the components that make up a Windows SharePoint Services infrastructure.
- Explain the methods for administering Windows SharePoint Services and describe the security model of Windows SharePoint Services.

Module 2: Working with Windows SharePoint Services

This module describes how to use the common features of team sites and create and modify lists. As well, the module describes how to create and manage libraries and how to create discussions and surveys. The module also describes how Windows SharePoint Services integrates with Microsoft Office 2003.

Lessons

- Working with Team Sites
- Creating and Managing Lists
- Creating and Managing Libraries
- Creating and Managing Discussions and Surveys
- Managing Windows SharePoint Services Integration with Microsoft Office 2003
- Lab: Working with Windows SharePoint Services



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- Creating and Managing a Custom List
- Creating a Form Library
- Publishing a Microsoft Office Excel Linked List
- Sending a Shared Attachment

After completing this module, students will be able to:

- Configure and use the common features of the default team site.
- Create and manage lists.
- Create and manage libraries.
- Create and manage discussion boards and surveys.
- Manage the integration of Windows SharePoint Services with Microsoft Office 2003.

Module 3: Installing and Configuring Windows SharePoint Services

The first step in deploying a Windows SharePoint Services infrastructure is to install the components. This module describes the available deployment options ranging from a single server deployment to a large server farm deployment. It also describes the requisite hardware and software for installation, the supporting services required, and how to extend the virtual server and configure the IIS application pool and SQL databases.

Lessons

- Overview of Deployment Options
- Preparing to Install Windows SharePoint Services
- Installing and Configuring Windows SharePoint Services Server
- Lab: Installing and Configuring Windows SharePoint Services
- Extending Windows SharePoint Services to the Default Web Site
- Extending Windows SharePoint Services to the Research Web Site
- Creating Team Web Sites

After completing this module, students will be able to:

- Describe the deployment options that are available for Windows SharePoint Services.
- Prepare for a Windows SharePoint Services installation.
- Install and configure Windows SharePoint Services server settings.

Module 4: Administering and Managing Windows SharePoint Services Server

This module describes how to administer Windows SharePoint Services including how to configure settings for virtual servers, and management techniques for backing up and restoring Windows SharePoint Services. It also describes the SharePoint Configuration Analyzer utility and how to connect to an existing portal server.

Lessons

- Administering and Managing the Windows SharePoint Services Server
- Administering Windows SharePoint Services Virtual Servers
- Disaster Recovery for Windows SharePoint Services
- Lab: Administering and Managing Windows SharePoint Services Server
- Configuring and Testing Blocked File Types
- Enabling Usage Analysis Configuration



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- Enabling Site Collection Use Confirmation and Auto-Deletion
- Configuring User Rights for the Virtual Server
- Creating and Configuring a New Content Database

After completing this module, students will be able to:

- Administer the configuration settings that apply to all virtual servers in the Windows SharePoint Services installation.
- Configure settings for individual virtual servers in Windows SharePoint Services.
- Backup and restore Windows SharePoint Services and use the SharePoint Configuration Analyzer.

Module 5: Administering Windows SharePoint Services Sites

This module describes site hierarchies and procedures for creating sites. It also describes the built-in templates that new sites will be based on and how to view the site and user information for a site collection. This module also describes user, group, and permission management for sites, and how authentication works. This module also describes how to customize sites, view usage data, limit the amount of space a site can use, and delete a site.

Lessons

- Creating SharePoint Sites
- Securing SharePoint Sites
- Managing SharePoint Sites
- Lab: Administering Windows SharePoint Services Sites
- Creating a Top-Level Team Site
- Granting Site Access
- Customizing the Site
- Saving the Site as a Template
- Creating a Subsite Based on a Custom Template
- Managing Site Groups

After completing this module, students will be able to:

- Create top-level sites and view site collection information.
- Secure SharePoint sites.
- Manage SharePoint sites.

Module 6: Installing SharePoint Portal Server

This module explains the prerequisites for installing SharePoint Portal Server. The module also describes how to install SharePoint Portal Server using both Microsoft SQL Server 2000 Desktop Engine (MSDE) and SQL Server.

Lessons

- SharePoint Portal Server Deployment Options
- Examining Installation Requirements
- Installing SharePoint Portal Server
- Lab: Installing SharePoint Portal Server
- Configuring Accounts for SQL Server
- Installing SharePoint Portal Server with SQL Server



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- Verifying the Installation

After completing this module, students will be able to:

- Describe the installation requirements for SharePoint Portal Server.
- Install SharePoint Portal Server.

Module 7: Configuring SharePoint Portal Server 2003

This module describes how to configure SharePoint Portal Server as well as create and configure the portal sites and virtual servers. This module describes how to define the server topology, configure the security options for SharePoint Portal Server, and enable optional services such as the Hypertext Markup Language (HTML) viewer.

Lessons

- Configuring Server Settings
- Configuring SharePoint Portal Server Security Settings
- Configuring Central Administration Components
- Creating and Configuring Portal Sites and Virtual Servers
- Lab: Configuring SharePoint Portal Server 2003
- Configuring the E-Mail Server
- Configuring the SharePoint Administration Web Site to Use Secure Sockets Layer (SSL)
- Viewing and Setting the SharePoint Portal Server Administration SSL Port by Using Stsadm.exe
- Configuring an Alternate Access Path
- Enabling the Self-Service Site Creation Feature

After completing this module, students will be able to:

- Configure the SharePoint Portal Services settings.
- Configure the SharePoint Portal Server security settings.
- Configure the SharePoint Portal Server components.
- Create and configure the portal site and the virtual server.

Module 8: Managing the Portal Site

This module defines concepts and practices for managing portal content, access, and personalization services. This module describes how to configure security, define portal navigation, organize information in an intuitive manner, and enable personalization features to allow users to customize their interaction with the portal.

Lessons

- Managing Portal Content
- Managing Access to the Portal Site
- Managing Personalization Services
- Lab: Planning the Data Taxonomy for SharePoint Portal Server
- Configuring Anonymous Access
- Performing a Full Import of User Profiles
- Creating an Audience for the Sales Managers
- Configuring the Sales Area to Allow Exclusive Access to the Sales Department
- Targeting Content for the Sales Managers Audience



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After completing this module, students will be able to:

- Manage Portal content.
- Manage access to the Portal site.
- Manage user profiles and personal sites.

Module 9: Managing Indexing and Search

This module describes key concepts and management practices for indexing, content sources, and search. This module describes how to make content from a variety of sources available from the portal site by implementing indexing and search features.

Lessons

- Managing Indexing
- Managing Content Sources for Indexing
- Managing Searches
- Lab: Enhancing Collaboration with Windows SharePoint Services
 - Enabling Advanced Search Administration Mode
- Creating a Content Index for the Finance Data
- Creating a Content Source for the Finance Data

After completing this module, students will be able to:

- Configure indexing and search for Microsoft SharePoint Portal Server 2003.
- Manage content sources.
- Manage searches.

Module 10: Extending SharePoint Portal Server Deployments

This module examines guidelines and best practices for extending your SharePoint Server deployment. This module describes how to add additional servers to provide better performance and implement shared services to reduce the administrative burden.

Lessons

- Implementing a Server Farm Deployment
- Implementing Shared Services
- Lab: Deploying Server Farms
- Configuring Network Load Balancing
- Installing SharePoint Portal Server
- Extending SharePoint Portal Server to the Virtual Server and Configuring It as an Additional Front-End Web Server

After completing this module, students will be able to:

- Use server farms to scale your SharePoint Portal Server deployment.
- Implement shared services.

Module 11: Maintaining SharePoint Portal Server

This module describes key concepts and management practices for maintaining the SharePoint Portal Server environment. This module describes how to back up portal data and how to restore the data, as well as how to monitor the SharePoint Portal Server infrastructure.



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Lessons

- Backing Up SharePoint Portal Server
- Restoring SharePoint Portal Server
- Managing Logs
- Monitoring Performance
- Lab: Planning and Implementing Disaster Recovery for SharePoint Portal Server
- Removing the SharePoint Portal Site and Component
- Granting the Required SQL Database Rights
- Creating a New Configuration Database for the Portal Site and Assigning Components
- Restoring the Portal Site

After completing this module, students will be able to:

- Backup SharePoint Portal Server.
- Restore SharePoint Portal Server.
- Manage the usage analysis and IIS logs available in SharePoint Portal Server.
- Monitor performance in SharePoint Portal Server.